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HEMINO. (Δ)		SUPPLIES/SERVICES (B)	QUAN (C	- 1		UNIT PRICE	^	MOUNT	
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00011	Inquiries S	courity Amalyst - VT (Base)							
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0001C	Inquiries A	dministrative Specialist 11 -	VT (Basc)						1
0001P	Inquiries A	ministrative Specialist II -	VT (OT)						۱
0001Q	Inquiries Ad (Base)	hministrative Specilaist III -	VT						
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0002	Security sup SOW, Paragra The estimate the base per	tve Security - Perform Administration of the Accordance with Section 1.8. and individual task on the Administration of the CLIN clot is the Accordance which incurting hours.	on C, rders. during	1 E	A	0.09			
0002A	ABS Senior S	ecurity Amalyst - DC (Base)							
0002B	ABS Senior S	ecurity Analyst - 90 (OT)							
0002C	ABS Intormat	ion Assurance - DC (Base)							
0002D	ABS Informat	ion Assurance - DC (OT)							
3603	Support in a Puragraph 7.0		Tne						
C003A	ABS Administr	rative Specialist TT - DC (Bas	e)						
CO03B	ABS Administr	rative Specialist TT - DC (OT)							
	Continued	·							
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	TEM NO.	DUSINESS SEI			UANTITY	T		Τ		
	(A)		\$UPPLIES/SERVICES (B)	ſ	(C)	(U)	UNIT PRICE (E)	^	MOUNT (F)	
-	0004	Internal Re	view - Perform Analytical serv	rices in		EΛ	0.00			
		accordance	with Section C, SOW, Paragraph task orders. The estimated ho	7.D and		1		<u> </u>		
		(EST) under	this CLIN during the base per	riod is						b)
)		nours.	which includes possible overt	ime omi.						
)		Amount:								
	0004A	ABS Program	ABS Program Support Analyst - DC (Sase) ABS Program Support Analyst - DC (OT)							ļ
	00043	ABS Program								
	0004C	ABS Adminis	e)							
	0004D	ABS Adminis	trative Assistant IV - DC (OT)							
	0005	support in A Paragraph 7.	nagement - Perform Resource Ma accordance with Section C, SOW LE und individual task orders.	, The						
))		base period	is curs which include							
	0005A	VETS Adminis	strative Specialist II DC (B	asc)						
;	00052	VETS Adminis	trative Specialist II DC (O	r;						İ
(0005C	VETS Adminis	trative Specialist IV DC (Be	19c)						
(00050	VETS Adminis	trative Specialist IV DC (C	r)						
(0005F	VETS Logisti	cs Supply Clerk - DC (Base)							
Ċ	0605F	VETS Logisti	cs Supply Clerk - aC (OT)							
(0005G	VETS Program	Support Analyst - DC (Base)							
	0005H		Support Analyst - DC (OT)							
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	005L		trativo Specialist III - DC (B Lrative Specialist III - DC (O] [
	1006		ning and Human Resources - Per	11	.1.	,, 1				
•		Policy, Plan Continued	ning and Human Resoures suppor	t in	1 1	SA	0.00			
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	DUSINESS SER	WICES LLC						
ITEM NO.	1	SUPPLIES/SERVICES		f .	UNIT	UNIT PRICE	AMOUN	П
(A)		(B)		(0)	(3)	(E)	(E)	
	individual	with Section C, S task orders. The	OW, Paragraph 7.F and				(b)(4)	
	(EST) under	this CLIN during	the base period is	ŀ			γ-/(·/	
	hours	which includes p	Ossible overtime	·				
	Amount:							
0006ħ	ABS Senior S	Security Analyst	- DC (Base)	•				
0006B	ABS Senior S	Security Amalyst	- DC (OT)					
0007	Physical Sec	curity Pertorm	Physical Security					
	support in a	eccordance with Se	ection C. SOW.					
	Paragraph 7.	G. and individua;	l lask orders. The					
	base period	ours (EST) under t	this CLIN during the which includes					
	possible ove		Wilei Includes					
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0007A	ABS Senior S	ecurity Analyst -	- DC (Base)					
C007B		ecurity Analyst -						
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006.1D		Analyst - DC (OT						
UC07E	Į.	Support Analyst -	I					
0007F		Support Analyst -	1					
0007G		rative Specialist	· · · · · · · · · · · · · · · · · · ·					
00С7Н		rative Specialist						
0008	j							
0000	Center Operat	er Operations - P	eriors Command ce with Section C,					
	SOW, Paragray	ph 7.H and indivi-	dual task orders.					
	Pricing shall	be on a fixed p	rice per month basis					
	provide addit	ional services in	r operation and to					
	Command Cente		2.2					
	Amount:							
0009		Costs (ODCs):		1 1	EA	80,000.00		
į	Travel - Trav	el for the benef:	Lt of the Government	- J'	···	20,000.00		
	the above one	ed from time to trations. In the	ine in support of	J				
,	required and	authorized by the	Government, travel		i			
1	expenses shall	l be charged as a	aterials and shall	- 1				
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NAME OF	DEFEROR OR CONTRACTOR DESTINANTS SERVICES I SUPP	-08-D-00009 LIC LIES/SERVICES (B) plus a material handli travel during the bas	ing fee.	UANTITY (C)	UNIT	UNIT PRICE	6 AMO	92 UNT
ALUTTE ITEM NO.	be billed at cost the NTE amount for 19 \$80,000.	LIES/SERVICES (B) plus a material handli	ing fee.			UNIT PRICE	АМО	UNT
Į	be billed at cost ; The NTE amount for is \$80,000.	(B) plus a material handli	ing fee.			UNIT PRICE	AMO	UNT
(A)	The NTE amount for is \$80,000.	plus a material handli	- 1	(C)	ini			D
	The NTE amount for is \$80,000.	•	- 1		ועוז	(E)	1	F)
1	Material Handling		se period					
		Fee is 5.36%				(b)(4)		
oc10 b)(4)		Provide Program Man						
b)(4)	Perform Personnel S In-Take services in Paragruph 7.A.11 an estimated In-Take (Assistant per year approximately 15,70	Pre-Entry On Duty In- Security Pre-Entry On a accordance with the additional task ord cases processed per Se and the processing of 00 cases annually. Pre- 1 price per case basis	Duty SOW, dero. 40 ecurity cicing					
	(Option Year 1) The commerce upon expir continue for 12 mor	period of performance ration of the Base Yea	e shall					
1001 (b)(4)	support in accordant of Work (SCW), Paraorders. The estimately during the 1st	ible overtime hours.	alement dual task	1	EA	0.00	(b)(4)
1001A	(Base)	1 Security Specialist	VT					
b)(4)	Amount 07/13/2009	Option Time Item)						
b)(4)	ABS Serior Personne Amount: 07/13/2009	1 Security Specialist Option Line Item)	- VT (OI					
1001C b)(4)	Inquiries Senior Pe DC (Base) Amount: 07/13/2	Option Line Item)	ialist -					
10010	Inquiries Senior Pe Continued	rsonnel Security Spec	ialist -					
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ITEM N	i	SUPPLIES/SERVICES (B)	QUANTIT	(D)	UNIT PRICE		UNT
	DC (Or) Amount 07/13/2009	Option Line Item)			(b)(4)		
1001		Personnel Security Specialist Option Line Item)	VT				
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100	Inquiries (Base) Amount: 07/13/2009	Personnal Security Specialist - Option Line Item)	DC				
100	LH Inquiries Amount: 07/13/2009	Personnel Security Specialist - Detion Line Item)	DC (OT)				
1001	If Inquiries Amount: 07/13/2009	Security Analyst - VT (Base) Option Line Item)					
1001	Inquiries Amount 07/13/2009	Security Analyst - VT (OT) pption Line Item)					
1003	Inquiries Amount: 07/13/2005	Program Support Analyst - VT (Baseption Line Item)	se)				
100	Inquiries Amount 07/13/2009	Program Support Analyst - VT (OT Option Line Item))				
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1001	Amount: 07/13/2005	ndministrative Specialist 1 - VT ption Line 7tem)	(OT)				
1001	O Inquiries Amount: 07/13/2009	Administrative Specialist 11 - Vi potion Line Ttem)	r (Base	1 1			
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	ITEM NO.		SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMI	DUNT	(b)(4
	(A)	<u> </u>	(B)	(C)	(D)	(E)		(F)	<u> </u>
)	1001P	Amount 07/13/2009	Option Line Item;	(OT)					
)	1001Q	Inquiries A (Base) Amount:	Option Line Item)						
)	1001R	Inquiries A Amount: 07/13/2009	oministrative Specialist III - VI Option Line Item)	(01)					
)	1002	Security su SOW, Paragr The estimat the 1st opt includes po	ive Security - Perform Administrates port in accordance with Section with 7.8. and individual task ordered hours (EST) under this CLIN drive period is hours which saible overtime hours. Of (Option Line Ttem)	C,	ΞA	0.0	D		
)	1002A	ABS Senior Amount: 07/13/2009	Option Line Ttem:				•		(b
)	10028	ABS Senior: Amount: 07/13/2009	Security Analyst - DC (OT) Option Line Itcm)						
)	10 02 C	ABS information Amount:	ption Line Item)						
)	1002D	ABS Informati Amount 07/13/2009	polion Line Item)						
)	1003	support in a Paragraph 7. estimated ha 1st option possible over Amount: \$0.0	ours (EST) under this CLIN during	l'he the	FΑ	0.00			
	1003A	07/13/2009 ABS Administ	rative Specialist II - DC (Base) ption Line Item)		<u>j_</u>				(b)(
	i	07/13/2009 Consinued							

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,		OFFEROR OR CONTR						9	92	
	ITEM NO.	g BOJINESS SE.	SUPPLIES/SERVICES	au	MNTITY	UNIT	UNIT PRICE	T ^	MOUNT	 :
1	(A)		(9)	L	(C)	(D)	(E)		(F)	
b)(4)	1003B	ARS Adminis Amount:	trative Specialist TI - DC (OT) Option Line Item)			T		1	-	(b)(4)
b)(4)	1004	Internal Review - Perform Analytical services is accordance with Section C, SCW, Paragraph 7.D. and individual task orders. The estimated hour (EST) under this CLIN during the lst option period is bours which includes possible overtime mours. Amount: \$0.00 (Option Line Item)			1	EA	0.0			
-		Amount: \$0. 07/13/2009	CO(Option Line Item)							
b)(4)	1004A	ABS Program Amount 07/13/2009	Support Analys: - DC (Base) Option Line Item)							(b)(4
b)(4)	1004B	ABS Program Amount 07/13/2002	Support Analyst - DC (OT) Option Line Item)							
b)(4)	1004C	ABS Adminis Amount: 07/13/2009	trative Assistant IV - DC (Base) (Option Line Item)							
b)(4)	10049	ABS Adminis Amount 07/13/2009	trative Assistant iV - DC (OT) option Line Item)				-			
b)(4)	1005	support in a Paragraph 7 estimated he option peric possible over	mayement - Perform Resource Management accordance with Section C, SOW, JE. and individual task orders. The burs under this CLIN for the 1st curs which includes extime hours.		1	EA.	0.00			
b)(4)	1005A	VETS Adminis Amount: 07/13/2009	Option Line Item)							(b)(4)
b)(4)	1005B	VETS Adminis Amount 07/13/2009	ption Line Item)							÷
b)(4)	1005C	VETS Adminis Amount: 07/13/2009 Continued	potion Line Item;							
			•							
	NSN 7840-01-1	52-8097						OPTIONAL FI Sponsored by FAR (48 CFR		

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		FFEROR OR CONTE				ŧ		
	ITEM NO.		SUPPLIES/SERVICES	QUANTITY	1 1	UNIT PRICE	AMOUNT	(b)(4)
	(A)		(B)	(C)	(U)	(P.)	(F)	
1)	10050	VETS Admini	strative Specialist IV - DC (OT)					
1)	1005E	VETS Logist Amount: 07/13/2	phion Line Item)					
4)	1005 F	VETS Logis: Amount 07/13/2009	les Supply Clerk - DC (OT) Option Line Item)					1
4)	10050	VETS Proor. Amount: 07/13/2009	Option Line Item)					
4)	1005H	VETS Progra Amount: 07/13/2009	nm Support Analyst - DC (OT) option Line Item)				e.	
4)	1005I	VETS Senio: Amount: 07/13/2009	Pinancial Analyst - DC (Base) Option Time Ttem)					
4)	1005J	VETS Senior Amount: 07/13/2009	Prinancial Analyst - DC (CT) Option Line Item)	***				
4)	1005K	VETS Admini	Strative Specialist III - DC (Base) Option Line Ttem)					
4)	1905L	VETS Admini	strative Specialist III - DC (OT) potion Line Item)		T 1		-	
	1006	Policy, Pla accordance and individ (EST) under	unning and Human Resources - Perform noning and Human Resources support in with Section C, SOW, Paragraph 7.F. hual task orders. The estimated hours this CLIN for the 1st option period	5	EA	0.00		
4)		hours.	ours which includes possible overtime CO(Option Line Item)					
4)	1006A	Amount: 07/13/2009	Security Analyst DC (Base) ption Line Item)					
		Continued .						
	NSN 7540 P1	162 9067			1		OPTIONAL FORM 336 Sponsored by GSA	(4-00)

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		FFEROR OR CONT BUSINESS SE								
	ITEM NO.	,	SUPPLIES/SER	VICES	a	YTITMAL	имп	UNIT PRICE	AMOUNT	
	(A)	<u> </u>	(B)			(C)	(2)	(3)	(F)	
l)	10068	ABS Senior Amount: 07/13/2009		yst DC (OT) n Tine Ttem)] (b
1)	.1007	Support se SOW, Parag The estima the 1st on includes p	rvices in accorant	me hours.	on C, rders. during	1	EA	0.00	(b)(4)
1)	1007A	ABS Senior Amount: 07/13/2009	pt≟	yst - DC (Base) on Line Item)						
1)	1007B	ABS Senior Amount 07/13/2009	Security Anal Optio	yst - DC (OT) n Line Item)						
1)	10070	ABS Securit Amount: 07/13/2009	tv Analyst - D pti	C (Base) on Line Item)						
1)	1007D	ABS Securi: Amount: 07/13/2009	ptio	C (OT) n Line Item)						
1)	1007E	ABS Program Amount: 07/13/2009		yst - DC (Base) on Line Item)						
!)	1007F	ABS Program Amount 07/13/2009	Support Anal	yst - DC (OT) n Line Item)						
!)	1907G	ABS Adminis Amount 9 07/13/2009		alist 11 - DC (Ba: n Line Item)	se)					
1)	1007н	ABS Adminis		alist II - DC (OT) n Line Item)	,					
	1008	Center Oper	rations in accouph 7.H. and in	e - Perform Comman ordance with Sect odividual task or ked price per mont	ion C, ders.					
		1			1	l	- 1			

CONTIN	REFERENCE :JF DOCUMENT BEING CONTINUED HSSCCG-08-D-00009				PAGE OF 92
	FFEROR OR CONTRACTOR				
ITEM NO.	BUSTNESS SERVICES LLC SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	to staff a 24/7 Command Center operation and t provide additional services in support of the Command Center. Amount: Option Line Ttem) 07/13/2009	0			
1009	Other Direct Costs (ODCs): Travel - Travel for the benefit of the Government of the required from time to time in support of the above operations. In the event travel is required and authorized by the Government, traveness shall be charged as materials and shall be billed at cost plus a material handling fee the NTE amount for travel during the 1st optic period is \$82,000.	vel iiii	EΑ	82,000.C	С
	Material Handling Fee is 5.36% Amount: \$82,000.00(Option Line Item) 07/13/2009				(b)(4)
1010	Program Management: Provide program management support in accordance with the SOW, paragraph Amount: ption Line Ttem) 07/13/2009				
1011	Personnel Security Pre-Entry On Duty In-Take - Perform Personnel Security Pre-Entry On Duty In-Take services in accordance with the SOW, Paragraph 7.A.ll and individual task orders. estimated In-Take cases processed per Security Assistant per year and the processing of approximately tases annually. Pricing shall be on a fixed price per case basis. Amount: prion Line Item) 07/13/2009	400			
2001	Personnel Security ~ Perform Personnel Security services in accordance with Section C, Stateme of Work (SOW), Paragraph 7.A. and individual toorders. The estimated hours (EST) under this CLIN during the 2nd option period in which includes possible overtime hours. Amount: \$0.00(Option Line Item) 07/13/2010	ent			
2001A	ABS Senior Personnel Security Specialist - VT (Base) Amount (Base) O7/13/2000 Continued				
NSN 7540-0	167-826Y		+ +		OPTIONAL FORM 306 (4-8) Sponsored by GSA FAR (48 CFR) 53.110

		ATION SHEET	HSSCCG-08-D-00009						13	92
		FEROR OR CONTE		<u> </u>						
	ITEM NO.		SUPPLIES/SERVICES		Q	UANTITY	UNIT	UNIT PRICE	AMOUNT	(b)(
	(A)		(B)			(C)	(D)	(E)	(F)	(D)(
)	2001B	ABS Senior Amount 07/13/2010	Personnel Security prion Lin		(01)			•		
)	2001C	Inquiries S DC (Base) Amount: 07/13/2010	Senior Personnel Se	curity Specialist Line Item)	L -					
)	2901D	Inquiries S DC (OT) Amount: 07/13/2010	Senior Personnel Sc Option Li		5 -					
)	2001E	inquiries (Base) Amount:	Personnel Security	Specialist - VT Line Item)						
)	2001F	Inquiries 1 Amount: 07/13/2	Personnel Security Option Li		(OT)					
)	. 2001G	Inquiries (Base) Amount: 07/13/2010	Personnel Security							
)	2001H	Inquiries Amount: 07/13/2010	Security ption Lin		(OT)					
)	20011	Inquiries S	Geourity Analyst - Option Li							
)	2001J	Inquiries S Amount: 07/13/2010	Security Analyst - Option Tin							
)	2001K	Inquiries E Amount: 07/13/2010	Program Support Ana							
)	2001L	Inquiries I Amount: 07/13/2010	Program Support Ana Option Lin							
	2001M	Inquiries A	Administrative Spec	ialist 1 - VT (Ba	390)				1	
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	FFEROR OR CONTRA	HSSCCG-08-D-00009					14	32
	BUSINESS SEE				· · · · · ·			
ITEM NO.		SUPPLIES/SERVICES	,	QUANTITY	UNIT	UNIT PRICE	AM	OUNT
(A)		(B) .		(C)	(2)	(E)	1	(F)
	Amount:	prion Line Item)						
	07/13/2 010							
2001N	Incomiring A	dministrative Specialist T -	VT (OT)					
	Amount:	ion Line Item)						
).	07/13/2010	· · · · · · · · · · · · · · · · · · ·						
		dministrative Specialist II -	. We /Racc					
20010	Amount:	Option Line (tem)	VI (2000	[]				
	07/13/2010							
	1	tutulus astimo Consistino TT	VIII (07)					
20019	Amount:	<pre>dministrative Specialist II - Dption Line Ttem)</pre>	, AI (OT)	 				
)	07/13/2010							
		N. I. American Constallate TTT	_ 120	11				
20010	Inquiries A	dministrative Specialist III	- AT					
)	Amount:	ption Line Item)						
I	07/13/2010			\1				
2001R	[noniries h	dministrative Specialist 111	- VT (OT)	11				
	Amount:	Option Line Ttem)		11				
)	07/13/2010				П		T	
2002	Administrat	ive Security - Perform Admini	strative	l 1	EA	0.0	c	
2002	Security su	pport in accordance with Sect	ion C,					
	SOW, Paragr	aph 7.B. and individual task	orders.	}				
		ed hours (EST) under this CLI ion period is hours wh		İ				
)	includes po	ssible overtime hours.		ļ				
	Amount: \$0.	00 (Option Line Item)			11			
	07/13/2010							
2002A	ABS Senior	Security Analyst - DC (Base)						
)	Amount:	ption Line Item)						
	07/13/2010			-				
2002B	ABS Senior	Security Analyst - DC (OT)						
)	Amount	Option Line Item)						
!	07/13/2010							
2002C	ARS Informa	tion Assurance - DC (Basc)						
	Amount:	ption Line Ttem)						
	07/13/2010							
2002D	ABS Informa	tion Assurance - DC (OT)						
)	Amount:	Option Line Item)						
	07/13/2010				, ,			
2003	Investigati	ons - Perform Tovestigative S	Security	1 1	EA	0.0	0	
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	Q BUSINESS SE						
ITEM NO.	1	SUPPLIES/SERVICES	QUANTITY (C)	1 1	UNIT PRICE (E)	AMO	U N T F)
{V)		(B)		(D)	(E)	<u> </u>	-
)	Paragraph estimated 2nd option possible o	vertime hours. .00(Option Line ltem)	The .ng the			(b)(4	!)
2003A)	ABS Admini Amount: 07/13/2010	strative Specialist II - DC (Baseline Special Line Item)	e)				
2003B)	ABS Admini Amount: 07/13/2010	prion Line Itom				·	
2004	accordance and indivi (EST) unde is	eview - Perform Analytical serve with Section C, SOW, Paragraph dual task orders. The estimater r this CLIN for the 2nd option pours which includes possible over	7.D. i hours period	EA.	0.00		
,	hours. Amount: \$0 07/13/2010	.00(Option Line Item)				(b)(4	·)
2004A)	ABS Progra Amount: 07/13/2010	m Support Analyst - DC (Base) ption Line Item)					
20048	ABS Progra Amount: 07/13/2010	m Support Analyst - DC (OT) Option Line Item)					
2004C	ABS Admini Amount: 07/13/2 010	strative Assistant IV - DC (Base plion Line Ttem)	2)				
2004D)	ABS Admini Amount: 07/13/2010	strative Assistant IV DC (OT) Option Line Item)		П			
2005	support in Paragraph estimated option per	anagement - Perform Resource Ma. accordance with Section C, SOW 7.E. and individual task orders hours (EST) under this CLIN for iod ishours which includes the course which includes the course wertime hours.	The	EA	0.00		
		.00(Option Line Trem)					
	Concurren						

	REFERENCE NUMBER DOCUMENT BEING CONTINUATION SHEET HSSCCG U8-D-00009 NAME OF OFFEROR OR CONTRACTOR ALUTTIQ BUSINESS SERVICES LLC	CONTINUED		***	•		PAGE ∴6	2				
	ITEM NO.	BUSINESS SE	SUPPLIES/SE	PVICES		QUANT	TY UNIT	UNI	T PRICE	A	MOUNT	(b)(4)
•	(A)	,	(B)	WYNCO		(C)			(F.)		(F)	
b)(4)	2005A	VETS Admin	strative Spec	cialist II - D on Line Item)	C (Base)							
b)(4)	2005B	VETS Admin Amount: 07/13/2010	strative Spec	cialist II - D n Line Item)	C (OT)							3
b)(4)	2005C	VETS Admin Amount 07/13/2010		cialist IV - D ion Line Item)								
b)(4)	2005D	VETS Admin Amount: 07/13/2017	ptic	cialist IV - D n Line Item)	C (OT)							
b)(4)	2005E	VETS Logist Amount 07/13/2010		lerk - DC (Bas on Line Item)	e)							
(b)(4)	2005F	VETS Logist Amount: 07/13/2010		lerk - DC (OT) n Line Item)								
(b)(4)	20050	VETS Progra Amount: 07/13/2010		alyst - DC (Ra on Line Item)								
(b)(4)	2005Н	VETS Progr. Amount: 07/13/2010		alyst - DC (OT n Line Item)	·)							
(b)(4)	20051	VETS Senior Amount 07/13/2010		nalyst - DC (B ion Line Item)								
(b)(4)	2005J	VETS Senio Amount 07/13/2010		nalyst - DC (C n Line Item)	T)							
(b)(4)	2005K	VETS Admin. Amount: 07/13/2010	ppt id	cialist III - on Tine Ttem)	DC (Base)							
(b)(4)	2005L	VETS Admin: Amount 1 07/13/2010		cialist III - n Lime Item)	DC (OT)		1			1		
	2006		nning and Hu	man Resources man Resources			1 FA		0.09	0		
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P Company												
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		HSSCCG-08-D-00009					17	92
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ITEM NO.		SUPPLIES/SERVICES	þ		TIMU	UNIT PRICE	1	UNT (F)
(A)		(B)		(C)	(7)	(E)	<u>'</u>	
	and individ	with Section C, SOW, Paragraph 7 dual task orders. The estimated this CLIN during the 2nd option	hours					
)	period is overtime no Amount: 50		ole				/-	\(\d \)
	07/13/2010		· ,				(D)	(4)
2006A)	ABS Senior Amount: 07/13/2010	Security Analyst - DC (Base) Option Line Ttem)	:					
2006B	ABS Senior Amount 07/13/2010	Security Analyst - DC (OT) prion line Ttem)						
2007	support se	ecurity - Perform Physical Securi rvices in accordance with Section raph 7.G. and individual task ord	n C, ders.	1	EA	3.00		
)	the 2nd op	ted hours (EST) under this CLTN of Lion period is nours which ossible overtime hours. .00(Option Line Item)		·			(b))(4)
2007A	ABS Senior Amount 07/13/2010	Security Analyst - DC (Base) option Line Item)						
2007B)	ABS Senior Amount: 07/13/2010	Security Analyst - DC (OT) option Line Item)						
2007C)	ABS Securi Amount: 07/13/2010	nption Time Ttem)						
u ²⁰⁰⁷)	ABS Securi Amount 07/13/2010	pption time Ttem)						
2007E)	ABS Program Amount 07/13/2019	<u>Support Analyst - DC (Buse)</u> Dption Line Ttem)						
2007£	ABS Program Amount: 07/13/2010	m Support Analyst - DC (OT) Option Line 1tem;						
2007G	ABS Admini	strative Specialist TT - DC (Base 	e)		1 1	· .		
NSN 7540-91	152 8067				 -		OPTIONAL FI Spunsored by FAR (48 CFR	ORM 338 (4-75) GBA

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Canal Cana			ACTOR								
Amount: Duton Line Item 07/13/2019 2008 Ass Administrative Specialist II - DC (OT) Amount: Prion Line Item) Command Center Operations - Perform Command Center Operations in accordance with Section C, SOW, Peragraph 7.8. and individual Laws orders. Pricing shall be on a fixed price per month hash to staft a 247 Command Center operation and to provide additional services in support of the Command Center. Amount: Prion Line Item) O/13/2019 2009 Other Direct Costs (ODCs): Travel - Travel for the benefit of the Government may be required from time to time in support of the above operations. In the event travel is required and authorized by the Government, travel expenses shall be charged as materials and shall be billed at nost plus a material handing fee. The MTE amount for travel during the 2nd option period is \$84,000. Material Handling Fee is 5.365 Amount: \$88,000.00(Option Line Item) 07/13/2010 2010 Program Management: Provide program management support in accordance with the SOM, paragraph 7.1. Amount: 100/13/2010 2011 Personnel Security Pre-Entry On Duty In-Take in accordance with the SOW, Paragraph 7.A. Il and individual task orders. 400 estimated in-Take cuses processed per Security Assistant per year and the promasting of approximately 15,700 cuses annually. Pricing shall be on a fixed price ber case bests. Amount: price ber case bests. Amount: price ber case bests. Amount: price ber case bests. Amount: price ber case bests. Amount: price ber case bests. Amount: price ber case bests. Amount: price ber case bests. Amount: price ber case bests. Amount: price ber case bests. Amount: price ber case bests. Amount: price ber case bests.		ISTNESS SEE		ES	k	DUANTITY	UNIT	UNIT PRICE	A	MOUNT	(b)(4)
2007B ASS Administrative Specialist II - DC (OT) Amount prion Line Item) 2008 Command Center Operations - Perform Command Cantar Operations in accordance with Section C, SOW, Paragraph 7.B. and individual Lask orders. Pricing shall be on a fixed price per month hash to staft a 247 Command Center operation and to provide additional services in support of the Command Canter. Acount prior prior in the continue of the Command Canter. 2009 Ocher Direct Costs (ODCs): Travel - Travel for the bonefit of the Government may be required from time to time in support of the above operations. In the event travel is required and authorized by the Government, travel expenses shall be charged as material handing fee. The NTE amount for travel during the 2nd option period is 384,000. Material Handling Fee is 5.36s Amount: 384,000.00(Option Line Item) 07/13/2010 2010 Program Management: Provide program management support in accordance with the SOW, paragraph 7.1. Amount: 384,000.00 (Option Line Item) 07/13/2010 2011 Personnel Security Pre-Entry On Duty In-Take - Perform Personnel Security Pre-Entry On Duty In-Take in accordance with the SOW, Paragraph 7.1. Amount: 100,000 (Option Line Item) 07/13/2010 2011 Personnel Security Pre-Entry On Duty In-Take capes processed per Security Assistant per year and the processing of approximately 15,700 capes annually. Pricing shall be on a fixed price ner case basis. Amount: Pricing shall be on a fixed price ner case basis. Amount: Pricing shall be on a fixed price ner case basis. Amount: Pricing shall be on a fixed price ner case basis. Amount: Pricing shall be on a fixed price ner case basis.						(0)	(D)	(E)	1	(£)	(5)(1)
2008 Command Center Operations - Perform Command Conter Operations in accordance with Section C., SOM, Paragraph 7.H. and individual Lask orders. Pricing shall be on a fixed price per month basis to staff a 24/7 Command Center operation and to provide additional services in support of the Command Center operation and to provide additional services in support of the Command Center. Account	1		ption	Line Item)							
Center Operations in accordance with Section C, SON, Paragraph 7.H. and individual Lash orders. Pricing shall be on a fixed price per month hasis to staff a 24/7 Command Center operation and to provide additional services in support of the Command Center. Amount	A	mount	trative Special	ist II - DC ((Line Item)	OT)						
Travel - Travel for the benefit of the Government may be required from time to time in support of the above operations. In the event travel is required and authorized by the Government, travel expenses shall be charged as materials and shall be billed at cost plus a material handing fee. The NTE amount for travel during the 2nd option period is \$84,000. Material Handling Fee is 5.365 Amount: \$84,000.00(Option Line Item) 07/13/2010 Program Management: Provide program management support in accordance with the SOW, paragraph 7.T. Amount: Option Line Item) 07/13/2010 Personnel Security Pre-Entry On Duty In-Take - Perform Personnel Security Pre-Entry On Duty In-Take in accordance with the SOW, Paragraph 7.A.Li and individual task orders. 400 estimated in-Take cases processed per Security Assistant per year and the processing of approximately 15,700 cases annually. Pricing shall be on a fixed price per case basis. Amount: Option Line Item) O7/13/2010 Personnel Security - Perform Personnel Security services in accordance with Securion C, Statement	Cr SC Pr to pr Cc As	enter Oper OW, Paragr ricing sha o stati a rovide add ommand Cen mount	ations in accor uph 7.H. and in 11 be on a fixe 24// Command Ce itional service	dance with Sedividual Lask of price per menter operations in support	ction C, orders. onth basis n and to						
support in accordance with the SOW, paragraph 7.T. Amount: 07/13/2010 Personnel Security Pre-Entry On Duty In-Take - Perform Personnel Security Pre Entry On Duty In-Take in accordance with the SOW, Paragraph 7.A.II and individual task orders. 400 estimated In-Take cases processed per Security Assistant per year and the processing of approximately 15,700 cases annually. Pricing shall be on a fixed price per case basis. Amount: 07/13/2010 Personnel Security - Perform Personnel Security services in accordance with Section C, Statement.	T mu U r e b T T P M A	ravel - Tr ay be required an expenses show billed a the NTE amount of the state of	avel for the be ired from time perations. In d authorized by all be charged t cost plus a m ant for travel 84,000.	mefit of the to time in su the event tranding the Government as materials materials during the 2nd	pport of vel is nt, travel and shall ng fee.		EA	84,000.0	0		
Personnel Security Pre-Entry On Duty In-Take - Perform Personnel Security Pre Entry On Duty In-Take in accordance with the SOW, Paragraph 7.A.11 and individual task orders. 400 estimated In-Take cases processed per Security Assistant per year and the processing of approximately 15,700 cases annually. Pricing shall be on a fixed price per case basis. Amount:	2010 P	rogram Man	accordance with	n the SOW, par	nagemest agraph 7.T	•					
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OPTIONAL SCRIM 339 (4.30)			Continued	• • •	-					
COTTONN FORM 335 /L 300										
COTTONIA ECRIM 335 /L 300					1					
COTTONAL ECRIM 336 /L 300										
COTTONAL ECRIM 336 (J. 20)										
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******	ATION SHEET	HSSCCG-08-D-00009				23		
WAME OF O	BUSTNESS SE	RVICES LLC				Γ .	AMOUNT	
ITEM NO.		SUPPLIES/SERVICES	QUANTITY	1	UNIT PRICE (E)	'	(F.)	
(A)		(B)	(C)	(3)	(2)	<u> </u>	1-1	\neg
3005K	VETS Admini	Option Line Ttem)	:					(b)(
3005L	VETS Admin Amount: 07/13/2011	ption Tine Item)		TT		1		
3006	Policy, P! accordance and indivi (EST) unda period is overtime n	anning and Human Resources - Perform anning and Human Resources support in with Section C, SOW, Paragraph 7.F. dual task orders. The estimated hours this CLIN during the 3rd option hours which includes possible ours.		EA	0.00			
3006A	07/13/2011	Security Analyst - DC (Base) Option Tine Item.)		1 1		•		
3006R	ABS Senior Amount: 07/13/2013	Security Analyst DC (OT) Option Line Item)				T		
3907	support se SOW, Parag The estimate the 3rd of includes r	recurity - Perform Physical Security ervices in accordance with Section C, graph 7.G. and individual task orders. Ited hours (EST) under this CLIN during the period is pours which cossible overtime nours.		l EV	0.0			(b)
3007A	ABS Senior Amount: 07/13/201.	prion Line Ttem)	1					
3007B	ABS Senio Amount: 07/13/201	o Security Analyst - DC (OT) Option Line Item)						
3007C	ABS Secur Amount: 07/13/20:	option Line Item) Option Line Item)						
3007D	ABS Secur Amount: Continued	option Line Item)						

CONTINUAT	ION SHEET	REFERENCE :		~		PAGE 24	OF 92	
NAME OF OFFE	ROR OR CONTR	ACTOR						
	USTNESS SE	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE		MOUNT	
ITEM NO.		(B)	(C)	(5)	(E)		(F)	/h
(A)	7/13/2011	(2)	-	Н				(b
		To the American P.C. (Page)						
1	Amount: 07/13/2011	o Support Analyst - DC (Base) Option Line Item)						
1	ABS Program Amount: 07/13/2011	Option Line Item)						
	ABS Adminis Amount: 07/13/2011	Option Line Item)						
	ABS Admini: Amount: 07/13/2011	ption Line Item)						
	Center Ope. SOM, Parag Pricing sh to staff a	nter Operations - Perform Command rations in accordance with Section C, raph 7.H. and individual task orders. all be on a fixed price per month basi 24/7 Command Center operation and to ditional services in support of the other.						
1	Amount: 07/13/2017	option Line itcm)						
	Travel T may be req the above required a expenses s be billed The NTE fo \$86,000. Material H Amount: \$8	ct Costs (ODCs): ravel for the benefit of the Government uired from time to time in support of operations. In the event travel is and authorized by the Government, travelable be charged as materials and shall at cost plus a material handling fear travel for the 3rd option period is andling Fee is 5.36% 6,000.00 (Option Line Item)	1	EA	86,000.0	0		
	07/13/2011					<u> </u>	(b)(4)
•	Program Ma support in Amount: 07/13/2011	nagement: Provide program management accordance with the SOW, paragraph 7. Option Line Ttem)						
	Personnel Perform Pr Continued	Security Pre-Entry On Duty In-Take - e-Entry On Duty In-Take services in						
		·		T			Į.	
NSN 7940-01-15	Z-8067			1_		Spense	IAL FORM 398 (F Ned by GGA I CFR) 63 110	1-80)

	CONTINU	IATION SHEET	REFERENCE OF	DOCUMENT BEING CO	ONTINUED				PAGE OF	92	<u> </u>
		FFEROR OR CONTR									
	ITEM NO.		SUPPLIES/SER\	/ICES		QUANTITY	1	UNIT PRICE	AMOL		(b)(4)
	(A)	<u> </u>	(B)			(C)	(D)	(E)	(1	· <i>)</i>	
(4)	4001H	Inquiries E Amount: 07/13/2012	Personnel Secur Option	rity Specialis n Line Item)	t - DC (OT)						
(4)	40011	Inquiries S Amount: 07/13/2012	Security Analys	st - VT (Base) on Line Item)							
(4)	4001J	Inquiries : Amount 07/13/2012	Hecurity Analys	st - VT (OT) n Line Item)							
(4)	4001K	Inquiries Amount 07/13/2012	Option	t Analyst - VT on Line Item)	(Base)						
(4)	40011.	Inquiries I		t Analyst - VT n Line Item)	(OT)						
(4)	4001M	Enquiries Amount:	1-	Specialist T on Line Item)	- VT (Base)						
(4)	4001N	inquiries Amount: 07/13/2012		Specialist I n Line Item)	- VT (OT)						
(4)	40010	Inquiries Amount 07/13/2012		Specialist li on Line Item)	- VT (Base						
(4)	4001P	Inquiries Amount: 07/13/2012	Administrative ption	Specialist II n Line Item)	- VI (OT)						
(4)	40010	Inquiries (Base) Amount:		Specialist II n Line Item)	I - VT						
(4)	4001R		Administrative Optio	Specialist 11 n Line Item)	.1 - VT (OT))	1 1		1		
	4002	Administra Security s SOW, Parag	tive Security upport in acco raph 7.B. and Led hours (EST	rdance with So individual tas	etion C, k orders.		LEA	0.	υυ		
	NSN 7840 01	1 152 8007			_ 	_			OPTIONAL FOR Sportspred by G FAR (48 CFR)	A36	4-76)

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	EROR OR CONTR	PACTOR					<u> </u>
TEM NO.	Business se	RVICES LLC SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	I AM	DUNT
(A)		(B)	(C)	(D)	(E)		(F)
	the 4th opt	ion period is ours which	 	-		 	4.045
	includes po	ssible overtime nours.			(b)(4)		
	Amount: \$0. 07/13/2012	OC(Option Line Item)		11	· // /	l	
	•						
4002A	ABS Senior	Security Analyst - DC (Base) Option Line Item)					
	07/13/2012						
40023	ABS Senior	Security Analyst - DC (OT)					
	Amount:	Option Line (lem)					
	07/13/2 012						
4002C		tion Assurance - DC (Base)					
	Amount: 07/13/2012	Option Line Item)	Ш				
4002D	ABS Informa	tion Assurance - DC (OT) option Line Item)					
	07/13/2012	·	<u> </u>	T		7	
4003	Investigati	ons - Ferform Investigative Security	l ı	EΛ	0.00	,	
	support in	accordance with Section C, SOW,		1 1			
	Paragraph 1	V.C. and individual task orders. The nours (EST) under this CLIN during the	,			1	
	4th option			1 1		//	\/A\
		vertime hours. 00(Option Line Item)	-	11		(1)(4)
İ	0//13/2012	or tope to the state of the sta	-				
4003A	ABS Adminis	strative Specialist II - DC (Base)					
	Amount:	ption Line Item)					
	07/13/2012						
4003B		trative Specialist II - DC (OT)					
	Amount 07/13/2012	ption Line Item)		ТТ		T	
4004		wiew - Perform Analytical services in with Section C, SOW, Paragraph 7.D.	' '	LEΛ	c.00	Ί	
		dual task orders. The estimated hours	·	1 1	,		
1	period is	this CLIN during the 4th option ours which includes possible	Î	1 1			
	overtime no						(b)(
	07/13/2012	00(Option Line ILem)					(=)(
4004A	ABS Program	<u>Support Analyst - DC (Base)</u>					
	Amount:	Option Line Item;					
	07/13/2012 Continued .	•	1				
ĺ	CONCINCE .	••					
ĺ							
						<u>L</u>	
NEN 7540-01-152	-14067			. •		OPTIONAL P Spensored by FAR (48 CFR	GSA

	PFEROR OR CONTRACTOR DESINESS SERVICES LLC			
ITEM NO.	SUPPLIES/SERVICES	QUANTITY UNIT	UNIT PRICE	AMOUNT
(A)	(B)	(C) (D)	(E)	(r)
4004B	ARS Program Support Analyst - BC Amount Option Line Item) 07/13/2012			
4004C	ADS Administrative Assistant IV - DC (Basiamount potion Line Item) 07/13/2012	c)		
4004D	ADS Administrative Assistant TV - DC (OT) Amount ption Line Item) 07/13/2012			
4005	Resource Management - Perform Resource Ma Support in accordance with Section C, SOW Paragraph 7.E. and individual task orders estimated hours (EST) under this CLIN dur 4th option period is nours which i possible overtime hours. Amount: 90.00 (Option Line Item) 07/13/2012	. The ing the		
4005A	VETS Administrative Specialist II DC (B Amount: Option Line Item)	ase)		
4005B	VETS Administrative Specialist II - DC (O Amount: Option Line Item) 07/13/2012	PT)		
4005C	VETS Administrative Specialist TV - DC (B Amount: Option Line Item)	lase)		
4005D	VETS Administrative Specialist IV - DC (O Amount: ption Line Item) 07/13/2012	n;		
4005E	VETS Logistics Supply Clerk - DC (Base) Amount ption Line Item) 07/13/2012			
4C05F	VETS Logistics Supply Clerk - DC (OT) Amount: Detion Line Ttem) 07/13/2012			
1005G	VETS Program Support Analyst DC (Base) Amount Option Line Item) 07/13/2012			
	Continued			

		ATION SHEET	HSSCCG-08-D-00009					29 92	
	OTTTUIA	BUSTNESS SE	RVICES LLC					I	
	ITEM NO		SUPPLIES/SERVICES		QUANTITY	1 1	UNIT PRICE	AMOUNT	
	(A)		(B)		(C)	(D)	(E)	(4)	
	4005H	VETS Progra	m Support Analyst -	DC (OT)					
)		Amount:	ption Line :	[tem]					
'		07/13/2012							
	40051	VETS SORIO	Tinancial Analyst	- DC (Dase)					
)	40007	Amount:	Option Line	e item)					
,		07/13/2012	-						
			m	PC (Off)	ļ				
	40055		Financial Analyst of Deption Line	trom)	ŀ				
)		Amount 07/13/2012	Dpc10m mine	_ CC,					
	4005K	VETS Admin	strative Specialist	III - DC (Base)					
)		Amount:	Option Lin	e ltem)	İ				
,		07/13/2012							
	4005L	VETS Admin	strative Specialist	III - DC (OT)					
	40031	Amount:	option Line	Item)					
)		07/13/2012				1 1		T	
		1			١ ,	FA	0.00)	
	4006	Policy, Pl	anning and Human Res anning and Human Res	ources - relivium	ļ '	'```	V		
		Policy, Fi	with Section C, SOW	, Paragraph 7.F.		1 1			
		and indivi	dual task orders. T	he estimated hours		1 1			
		(EST) unde	r this CLIN during t	he 4th option					
)		period is		cludes possible					
,		overtime h				1 1			
		07/13/2012	.00(Option Line Item	·/					—
				·					"
	4006A		Security Analyst -	DC (Base)					
)		Amount	Option Lin	e Item)					
•		07/13/2012		İ					
	4006B	ABS Senior	Security Analyst -	DC (OT)					
		Amount:	Option Line	; Item)	1	·		-	
)		07/13/2012	******						
	4007	Ph	ecurity - Perform Ph	oveical Security		I EA	0.00		
	4007	support se	rvices in accordance	with Section C,					
		SOW, Parag	raph 7.C. and indivi	idual task orders.					
		The estima	ted hours (EST) unde		ļ				
)		the 4th op	tion period is	hours which	1	l			
		Includes p	ossible overtime how .00(Option Line Item	M	1				
		07/13/2012		•	ļ				_
				no thusan	1				
	4007A		Security Analyst - Option Tir	DC (Base)	1				[[
)		Amount: 07/13/2012		ie itemi	<u> </u>				
		Continued				1			
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		FFEROR OR CONTE BUSINESS SE							
	ITEM NO.	, boothes sz	SUPPLIES/SERVICES (B)		QUANTITY (C)	UNIT (U)	UNIT PRICE	AMOUNT (F)	(b)(4)
b)(4)	4CC7B	ABS Senior Amount: 07/13/2012	Security Analyst - DC (OT) Option Line Item)						
(b)(4)	4007C	ABS Securit Amount: 07/13/2012	Option Line Item)						
(b)(4)	4007D	ABS Securit Amount 07/13/2022	ption Lime Item)						
(b)(4)	4007E	ARS Program Amount 07/13/2012	n Support Analyst DC (Base) Option Line Itom)						
(b)(4)	4007F	ARS Program Amount: 07/13/2012	n Support Amalyst DC (OT) Option Line Item)						
(b)(4)	4007G	ABS Adminis Amount 07/13/2012	strative Specialist II - DC (Barrell Presentation Line Item)	ise)					
(b)(4)	4007H	ABS Adminis Amount: 07/13/2012	otrative Specialist TT - DC (07 Option Line Item)	r)					
(b)(4)	4008	Center Oper SOW, Paragr Pricing sho to staff a	nter Operations - Perform Commarations in accordance with Sectoraph 7.8. and individual task call be on a fixed price per mor 24/7 Command Center operation ditional services in support of other. Option Line Item)	ion C, orders. ith basis and to					
	4009	may be required an expenses she billed	the Costs (ODCs): ravel for the benefit of the Solited from time to time in suppoperations. In the event travel authorized by the Government hall be charged as materials and cost plus a material handling travel is \$88,000.	oort of el is t, travel ad shall	: :	EA	88,000.0	D	
energy and the second of the s			andling Fee is 5.36% 3,000.00(Option Line Item)						
- Pro- trapped in Company and the second	NS79 7540-81	-142-0007					•	OPTICINAL FORM 336 Spotward by GSA FAR (48 OFF) 53,110	(s sc)

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		FEROR OR CONTI	RACTOR		/////////////////////////////////////						
	M NO.	DOSINESS SE	RVICES LLC SUPPLIES	SERVICES		QUANTITY	UNIT	UNIT PRICE		AMOUN	
	A)		t)	B)		(C)	(U)	(E)		(F)	
		07/13/2012									
								<u></u>		(b)(²	1)
45	010	Program Ma	nagement:	Provide progra with the SOW,	m management maragraph 7.1					(5)(-	'/
		Amount III	accordance	ption Line Ite	m)						
		07/13/2012									
41	011	Personnel	Security Pro	e-Entry On Dut	y In-Take -	!			1		
		Perform Pr	e-Entry On	Duty Tn-Take s	ervices in		П				
		individua?	task order	CW, Paragraph s. 400 estima	ted In-Take	i					
		cases proc	essed per S	ecurity Assist	ant per year						
		and the pr	ocessing of Pricing sh	approximately all be on a fi	xed price per		1 [
		case basis					1				
ı		Amount: 07/13/2012		ption Line I	tem)		11		ŀ		
						ŀ					
		The total	amount of a	ward: \$63,897, ward is shown	125.60. The		1 1				
		Obligation	tor cura a	HAIG IS SHOWN	22 2011 221						
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	VEN 7540-01	1					→—		OPTH	ONAL FORM	334 (4-84)

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

- 1. General: This contract is an Indefinite-Delivery/Indefinite-Quantity (ID/IQ) type contract. Task orders issued under this ID/IQ contract may be priced on a Time & Materials (T&M) or Fixed-Price basis or a combination of both. When task orders are priced on a T&M basis, the order shall be priced in accordance with the pricing schedule in Paragraph 6 below.
- 2. Contract Period of Performance: The contract period of performance shall be a base year of twelve months commencing on the date specified in the Contracting Officer's written Notice to Proceed and cominue for 12 months. In addition, the contract contains four options of 12 months each to extend the term of performance of services. Exercise of options is the sole prerogative of the Government.
- 3. Minimum and Maximum Quantities/Amounts: The total guaranteed minimum value of this ID/IQ contract is \$5,000,000.00. The maximum value of CLINs 0001 through 0011 (and corresponding option CLINS) for the entire term of the contract is \$63,897,125.60.
- 4. Ordering: Services shall be provided via issuance of Task Orders in accordance with the Indefinite Quantity clause (52.216-22), the Ordering clause (52.216-18), and Ordering Limitations clause (52.216-19) of this contract. Orders may be issued orally, by facsimile, or by electronic commerce methods.
- 5. Time & Materials (T&M) Labor Rate Pricing Schedule: Task Orders issued under these CLINs may be priced on either a Time and Materials or Fixed-Price basis or combination of both. The following pricing schedule shall be used to price any task orders issued on a T&M basis. The hourly rates are fixed rates that include wages, overhead, general and administrative expenses, and profit.

Base Year	Exempt/	CLIN	Hours	Base Rate	CLIN	OT	OT Rat
Labor Category	Non-					Hours	77.
	Exempt		<u> </u>	17.5			
ABS Senior Personnel Security	E	0001A					
Specialist – VT Inquiries Senior Personnel Security	E	0001C					
Specialist - DC Inquiries Personnel Security Specialist -	E	0001E					
VT Inquiries l'ersonnel Security Specialist — DC	1E	0001G]				
Inquiries Security Analyst – V I	E	00011					
Inquiries Program Support Analyst – VT	N	0001K]				
Inquiries Administrative Specialist I	N	0001M					
Inquiries Administrative Specialist II -	N	00010					
Inquiries Administrative Specialist III	N	0001Q					
ABS Senior Security Analyst - DC	F.	0002A]				
ABS Information Assurance – DC	E	0002C]				
ABS Administrative Specialist II - DC	N	0003A	1				
ABS Program Support Analyst - DC	N	(жжа	1				
ABS Administrative Assistant IV - IXC	N	0004C	1				
VETS Administrative Specialist II DC	N	(XX)5A	1				
VETS Administrative Specialist IV -	N	0005C					
DC	N	(KX)5E	l				
VETS Logistics Supply Clerk - DC	N	0005G	1				
VETS Program Support Analyst – DC	N	00051					
VETS Senior Financial Analyst DC VETS Administrative Specialist III –	N	0005K					
DC							

ABS Senior Security Analyst - DC	Τε -	0006A
ABS Senior Security Analyst DC	10	0007A
ABS Security Analyst – DC	E	0007C
ARS Program Support Analyst - DC	N	0007E
ABS Administrative Specialist II - DC	<u> </u>	0007G

Option Year I		
Labor Category	Exempt	CLIN
	/Non-	1
	Exempt	1001A
ABS Senior Persuancel Security	E	1001A
Specialist – VT		1001C
Inquiries Senior Personnel Security	E	10010
Specialist – DC	 . —	1001E
Inquiries Personnel Security	E	10016
Specialist - VT	_	100IG
Inquiries Personnel Security	E	וטוטון
Specialist – DC		1001
Inquiries Security Analyst - VT	E	1001I 1001K
Inquiries Program Support Analyst	N	1001K
V <u>T</u>		1001M
Inquiries Administrative Specialist I	N	I IOOTWI
_ VT	l:	10010
Inquiries Administrative Specialist	N	10010
II-VT		1,0010
Inquiries Administrative Specialist	N	1001Q
III VT	<u> </u>	1400
ABS Senior Security Analyst - DC	E	1002A
ABS Information Assurance DC	E .	1002C
ABS Administrative Specialist II	N	1003A
DC	<u></u>	10010
ABS Program Support Analyst -	N	1004A
DC		10040
ABS Administrative Assistant IV -	N	1004C
DC	1	1005A
VETS Administrative Specialist II -	N	1003A
DC	N	1005C
VETS Administrative Specialist IV	N	10050
DC	N	1005E
VETS Logistics Supply Clerk - DC	N	1005G
VETS Program Support Analyst —		10050
DC	N	10051
VETS Senior Financial Analyst -	"	10051
VETS Administrative Specialist III	N	1005K
	1	1000.1
- DC ABS Senior Security Analyst DC	† _E —	1006A
ABS Senior Security Analyst – DC	E	1007A
ADS Senior Security Analyst DC	E	1007C
ABS Security Analyst – DC	N -	1007E
ABS Program Support Analyst -	"	140,12
DC Secriplist II	N	1007G
ABS Administrative Specialist II -	14	10070
DC		1

Option Year 2 Labor Category	Exempt	CLIN	Hours	Base Rate	CLIN	OT	OT Rate
Y	/Non- Exempt			artice.	455.3	1	
ABS Senior Personnel Security	F.	2001A					
Specialist - VT Inquiries Senior Personnel Security	F.	2001C					
Specialist DC Inquiries Personnel Security	Е	2001E	1				
Specialist - VT Inquiries Personnel Security	E	2001G					
Specialist – DC	E	20011	1				
Inquiries Security Analyst – VT Inquiries Program Support Analyst – VI	N	2001K					
Inquiries Administrative Specialist I VT	N	2001M					
Inquiries Administrative Specialist II - V'1'	N	20010					
Inquiries Administrative Specialist	N	2001Q]				
ABS Senior Security Analyst - DC	Е	2002A					
ABS Information Assurance DC	TE	2002C	<u>.</u>				
ABS Administrative Specialist II – DC	N	2003A					
ABS Program Support Analyst DC	N	2004A					
ABS Administrative Assistant IV - DC	N	2004C					
VETS Administrative Specialist II - DC	N	2005A					
VETS Administrative Specialist IV – DC	N	2005C					
VETS Logistics Supply Clerk DC	N	2005E]				
VETS Program Support Analyst – DC	N	2005G					
VETS Senior Financial Analyst – DC	N	20051					
VETS Administrative Specialist III – DC	N	2005K					
ABS Senior Security Analyst - DC	E	2006A	1				
ABS Senior Security Analyst - DC	E	2007A	1				
ABS Security Analyst DC	E	2007C	1				
ABS Program Support Analyst DC	N	2007F.					
ARS Administrative Specialist II DC	N	2007G					

Labor Category	Exempt	CLIN	Hours	Base Rate	CLIN	OT	O R
	/Non- Exempt			Kate			
ABS Senior Personnel Security	E	3001A					
Specialist VT							
Inquiries Senior Personnel Security	E	3001C	1				
Specialist DC			j				
Inquiries Personnel Security	Е	3001E	1				
Specialist - VT							
Inquiries Personnel Security	E	3001G	1				
Specialist – DC	_						
Inquiries Security Analyst - VT	F.	30011	1				
ingui tax tracia ny 1 many a			İ				
Inquiries Program Support Analyst	N	3001K	1				
– VT							
Inquiries Administrative Specialist I	N	3001M	1				
-VT	1						
Inquiries Administrative Specialist	N	3001O	1				
II – VI.	"						
Inquiries Administrative Specialist	N	3001Q	1				
III VT	• '	1					
ABS Senior Security Analyst – DC	E	3002A	1				
ABS Information Assurance – DC	F.	3002C	†				
	N	3003A					
ABS Administrative Specialist II -	N	JOOJA	1				
DC .		3004A					
ABS Program Support Analyst –	N	JUUIA					
DC	 	70040	┨				
ABS Administrative Assistant IV -	N	3004C					
DC		20054	4				
VETS Administrative Specialist II	N	3005∧					
DC	<u> </u>	20050	4				
VETS Administrative Specialist IV	N	3005C					
- DC	<u> </u>		4				
VETS Logistics Supply Clerk - DC	N	3005E	_				
VETS Program Support Analyst -	N	3005G					
DC	<u> </u>	<u> </u>	4				
VETS Senior Financial Analyst -	N	30051	1				
DC		<u> </u>	4				
VETS Administrative Specialist III	N	3005K					
- DC	<u> </u>		4				
ABS Senior Security Analyst - DC	E	3006A	_				
ABS Senior Security Analyst - DC	E	3007A	_				
ABS Security Analyst - DC	E	3007C	4				
ABS Program Support Analyst -	N	3007E	1				
DC		1	-				
ABS Administrative Specialist II -	N	3007G					
DC	l		4				
-							
Option Year 4			_				
Labor Category	Exempt	CLIN	7				
	/Non-		}				
	Exempt						
ABS Senior Personnel Security	E	4001A	1				
	5						

Inquiries Senior Personnel Security Specialist - DC	F	4001C
Inquiries Personnel Security Specialist - VT	E	4001E
Inquiries Personnel Security Specialist – DC	E	4001G
Inquiries Security Analyst – VT	E	40011
Inquiries Program Support Analyst	N	4001K
Inquiries Administrative Specialist I	N	4001M
Inquiries Administrative Specialist	N	40010
Inquiries Administrative Specialist	N	4001Q
ABS Senior Security Analyst - DC	E	4002A
ABS Information Assurance – DC	E	4002C
ABS Administrative Specialist II –	N	4003A
ABS Program Support Analyst – DC	N	4004A
ABS Administrative Assistant IV –	N	4004C
VETS Administrative Specialist II – DC	N	4005A
VETS Administrative Specialist IV	N	4005C
VETS Logistics Supply Clerk - DC	N	4005E
VETS Program Support Analyst – DC	N	4005G
VETS Senior Financial Analyst – DC	N	40051
VETS Administrative Specialist III - DC	N	4005K
ABS Senior Security Analyst – DC	Li.	4006A
ABS Senior Security Analyst DC	Е	4007A
ABS Security Analyst – DC	E	4007C
ABS Program Support Analyst – DC	N	4007E
ABS Administrative Specialist II –	N	4007G

SECTION C. DESCRIPTION/SPECS/WORK STATEMENT

Statement of Work U.S. Citizenship and Immigration Services Office of Security and Integrity (OSI) Security Support Services

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I. Title of Project

U.S. Citizenship and Immigration Services (USCIS), Office of Security and Integrity (OSI) Security Support Services.

2. Period of Performance

The contract will commence upon the date specified in the Contracting Officer's written Notice to Proceed and continue for a base period of 12 months with four option periods.

3. Contracting Officer's Technical Representative (COTR)

USCIS, OSI COTR 111 Massachusetts Ave. 7th Floor Phone: 202 272-9141

4. Program Manager

USCIS Chief
Office of Security and Integrity
111 Massachusetts Ave. 7th Floor
Phone: 202 272-1225

5. Project Background

The Office of Security and Investigations was created within USCIS in FY04. In March 2007, OSI was reorganized to form the Office of Security and Integrity (OSI) with the objective of enhancing existing functions that focus on management and individual integrity, and securing employees and facilities. The end goal of OSI programs is to provide enterprise security, delivering professional, proactive, modern, and cost effective security solutions to internal and external customers by identifying and responding to known and developing vulnerabilities with scalable and efficiently managed security programs.

OSI functional areas include Physical Security, Personnel and Industrial Security, Administrative Security, Investigations, Internal Review, Resource Management and Policy, Planning, and Human Resources and Command Center Operations. USCIS Headquarters is responsible for development, oversight and implementation of agency policy; threat monitoring, analysis and reporting; administration support and operational continuity.

OSI maintains a collaborative relationship with the DHS Office of Security, and with other federal, state and local security organizations. Given the critical nature of its mission, OSI is sensitive to the need to ensure that: (1) its activities are undertaken within and upon firm legal authority, (2) there is clear mutual understanding and acceptance of such authority, and (3) when necessary appropriate authority is obtained to support operations.

6. Scope

The purpose of this requirement is to acquire professional security support services in the following divisions within OSI: Physical Security, Personnel and Industrial Security, Administrative Security, Investigations, Internal Review, Resource Management, Policy, Planning, and Human Resources, Command Center Operations and Program Management. OSI has a requirement to conduct comprehensive security planning and program development. OSI is planning to expand its presence in all functional areas, including additional field locations to enhance office level support and agency-wide communication.

Successful execution of OSI's objectives requires the contractor to operate and maintain a full range of

professional security services and capabilities. A professional security program has many aspects. The contractor shall need to be alert to threats that include, but are not limited to, terrorist attacks, assassination attempts, theft of classified materials, unlawful destruction of public property, and violations of other federal, state, and local criminal statutes. In addition to more measured activity to build a strong security program, an inherent feature of security operations and support is the ability to both promptly and ably respond to immediate needs and situations. The contractor shall assist OSI with and contribute to support responses to emergent needs as identified by OSI.

7. Services Required

A. Personnel and Industrial Security

A.1. The contractor shall provide the full range of professional and timely personnel and industrial security support services.

A.2. The contractor shall provide personnel security support services to assist the Government with administering pre-entry on duty (EOD) security screening procedures for USCIS employees and contractor personnel, and assist with making recommendations regarding suitability, security and access determinations based upon executive orders, codes of federal regulations, DHS Management Directives and USCIS guidelines.

A.3. The contractor shall assist with reviews of all USCIS classified and unclassified statements of work (SOW) and prepare appropriate security requirement language specific to each SOW. The contractor shall coordinate with DHS for approval of all classified SOW's.

A.4. The contractor shall assist USCIS in initiating, evaluating and verifying data, referring any questions back to investigations, and recommending suitability determinations on all background investigations for USCIS review, with the exception of the employees on the contractor's contract in accordance with standards and requirements from the Office of Personnel Management and Executive Orders 10450, 12958, and 12968. This includes drafting investigative summary reports to include positive, as well as derogatory information, incomplete applications, and recommendations for USCIS and contract employees.

A.5. The contractor shall review and evaluate reports of investigation and related documentation, verify questions back to investigations, and assist with making recommendations regarding the granting of security clearances for USCIS and contract employees.

A.6. The contractor shall provide customer service support, receive inquiries (verbal and written) and provide responses to USCIS and DHS policies.

A.7. The contractor shall assist in preparing program assessments as related to eQIP (Electronic Personnel Security Questionnaire), advanced Entrance on Duty (EOD) determinations, timely suitability and security adjudication, workload distribution, and automated reports that are produced during EOD and suitability determinations to ensure that industry best practices, headquarters policies, DHS directives and Office of Management and Budget (OMB) regulations are being met.

A.8. Contractor personnel must possess up to a top secret clearance in order to review classified information contained within background investigations, to review classified statements of work and to attend classified briefings and training.

A.9. The contractor shall assist in the preparation of training materials, coordination of training sites, and training execution and knowledge assessment to ensure that all trainees meet the minimum qualifications as required by the individual task orders. Areas that require training include the advanced Security EOD process and the Adjudication process.

A.10. The contractor shall assist the Government in recommending policy, procedures, and outreach training in the area of Personnel and Industrial Security.

A.11. Personnel Security Pre-Entry On Duty In-Take: The contractor shall provide Personnel security support services to assist the Government with administering pre-entry on duty security screening procedures for USCIS employees and contractor personnel to include but not limited to eQIP security forms review, case set-up, fingerprint checks, credit checks, employment verification, citizenship verification, and issue resolution. Additionally the contractor is responsible for the upgrade investigation initiation related to internal selections, TECS, NSI as well as DHS required reinvestigations.

FBI Fingerprints - Fingerprint results from the Federal Bureau of Investigation (FBI). Fingerprint cards (Federal SF87, Contractor - FD-258) are scanned and forwarded directly to the FBI in order to obtain any criminal record on file.

Credit Report - Complete an analysis of applicant credit reports to ensure DHS standards are met.

Citizenship Verification Verification of U.S. citizenship and status of any immediate family members or adults living with applicant.

Employment Check - Conduct adequate and acceptable employment coverage for the past 5 years.

Receipt and review of Security Forms (SF-86, SF-85P, etc.) — Verify that security forms are complete, correct, and free of any issues. Minor issues must be resolved via telephone or written inquiries. Initiate the background investigation with OPM.

A.12 Contractor personnel must be cleared at a level equal to the level of investigation to which they review. Personnel reviewing SSBI (Single Scope Background Investigation) information must be subject of a favorable adjudicated SSBI which is the level of investigation that supports a Top Secret clearance.

B. Administrative Security

- B.1. The contractor shall assist DHS/USCIS personnel when conducting National Security Information (NSI) safeguarding and management compliance reviews and recommend corrective action.
- B.2. The contractor shall assist USCIS with support to international operations by training and, when appropriate, accompanying personnel assigned to overseas duty.
- **B.3.** The contractor shall assist USCIS in the development and issuance of classification guides.
- B.4. The contractor shall recommend and implement annual training for USCIS personnel related to safeguarding Sensitive But Unclassified (SBU) and Classified Information.
- B.5. The contractor shall assist USCIS in providing situational awareness on counterintelligence issues affecting USCIS operations and support for the DHS Counterintelligence Program.
- B.6. The contractor shall provide program management oversight assistance and administrative support for the USCIS Information Security, Communications Security, Special Security, and Special Access Programs.
- **B.7.** The contractor shall establish a method for conducting security briefings for USCIS leadership.
- B.R. The contractor shall assist USCIS in maintaining a current inventory of USCIS COMSEC equipment, and assist in the development of a COMSEC replacement strategy.
- B.9. The contractor shall assist the Government in recommending policy, procedures, and outreach training in the area of Administrative Security.
- **B.10.** Positions require accurity clearances at the Top Secret level and some positions will require SIC access.

C. Investigations

- C.1. The contractor shall provide investigative, research and administrative support to the USCIS Internal Investigations Program.
- C.2. The contractor shall assist with the recommendation of policy, procedures, outreach training and administrative support to the Internal Investigations and the Management Inquiry Program.
- C.3. The contractor shall coordinate with DHS office of the Inspector General and other Federal and non-Federal investigative organizations as reciprocal resources for data and background information.
- C.4. The contractor shall provide assistance in investigating allegations of employee misconduct related to fraud, waste and abuse.
- C.5. The contractor shall assist in the investigation of internal USCIS security violations,

prepare reports and conduct briefings of findings.

D. Internal Review

D.1. The contractor shall plan and conduct comprehensive management inspections of USCIS offices on a cyclical basis. The objective is to inspect 14 offices per year. The contractor shall also report findings from the inspections to include recommendations for corrective actions. Finally, the contractor shall validate self-inspection results on site.

D.2. The contractor shall conduct reviews of issues raised by USCIS management or identified through internal analysis. In addition, the contractor shall report on results of all reviews

conducted to include recommendations for corrective actions, where necessary.

D.3. The contractor shall facilitate entrance, exit and other meetings, including field office visits, with the Government Accounting Office (GAO) and the DHS Office of Inspector General (OIG) with regard to program reviews, inspections and non financial audits. The contractor shall address GAO and OIG objectives, methodology and scope with review teams and USCIS management to ensure understanding. The contractor shall coordinate and review USCIS responses to OIG and GAO data requests, draft and final reports. Finally, the contractor shall serve as the repository of information provided to GAO and OIG teams to include all draft and final reports which will be kept on site.

D.4. The contractor shall follow-up on all recommendations made by GAO, OIG and internally to assess whether corrective actions taken address problems found and forward reports to USCIS management on the status of corrective actions related to all internal review recommendations. The contractor shall maintain files on all review recommendations, internal

and external, to include status of corrective actions.

D.5. The contractor shall provide training for Headquarters and field staff participating in Internal Self-Inspection Tracking and Evaluation (INSITE) and field reviews. The contractor shall manage the annual self-inspection process to include preparing summary reports. The contractor shall develop and maintain, in partnership with management, guides used for INSITE and field reviews. Finally, the contractor shall obtain and analyze data and information for the purpose of identifying potential risk areas and issues with USCIS.

D.6. The contractor shall assist the Government in recommending policy, procedures, and

outreach training in the area of Internal Review.

E. Resource Management

E.1 The contractor shall provide resource management support to OSI to include procurement research, recommendations, document preparation, and update inventory and maintenance databases. The contractor shall assist in preparing service schedules for all inventory, and process and prepare reports for all recurring program assessments.

F..2. The contractor shall provide administrative support to OSI to include general clerical support, travel arrangements, data collection, data reporting, and document and case management

processing and scanning.

E.3. The contractor shall assist with the development of acquisition documentation to include Performance Work Statements (PWS), Statements of Work (SOW), Statements of Objective (SOO), market research reports, or any other normally required contract documentation of this type not related to this contract.

E.4. The contractor shall assist in the management of program budgets, prepare reports and process funding documents for program management approval.

E.5. The contractor shall munitor compliance and obligation disbursements.

F.6. The contractor shall assist in processing in/out transactions, issuing referrals, setting control degrees, inquiries, status, local purchase, repairable item process, manager review action, stock level management, unserviceable assets management, backup recovery files, personal and sensitive property management, performance standard, overdue shipment process, cataloging process, user maintenance, update financial data, network router, and demand process.

E.7. The contractor shall assist the Government in recommending policy, procedures, and

outreach training in the area of Resource Management.

F. Policy, Planning and Human Resources

- F.1. The contractor shall identify training venues and opportunities for OSI employees to communicate OSI's mission and function to our USCIS customers. The contractor shall assist in preparing outreach guidance documents, publications, and support of the OSI intranet portal that outline and convey information on OSI mission and functions to USCIS customers.
- F.2. The contractor shall assist in the development of OSI management reviews, internal standard operating procedures and policies on a variety of subjects related to security and integrity; and assist in the development and management of OSI's external coordination program.
- F.3. The contractor shall provide assistance to the OSI human resource support function, including preparing personnel actions for OSI management approval.
- F.4. The contractor shall assist OSI to promote and facilitate appropriate collaboration, partnerships and information sharing within OSI and other USCIS offices and directorates in support of the OSI security and integrity mission
- F.S. The contractor shall assist the Government in recommending policy, procedures, and outreach training.

G. Physical Security

- G.1. The contractor shall provide the full range of physical security support services for all task areas/divisions. This does not include protective or guard services of any facilities.
- G.2. The contractor shall assist with the support of the development of physical and facility protective policies and procedures and assist in conducting security operations.
- G.3. The contractor shall assist with conducting threat assessments for USCIS field offices on an eighteen month rotational basis for each field office; using DHS and other applicable standards, to support agency management by providing on-site guidance and formal reports with remedial recommendations and follow-on review.
- G.4. The contractor shall assist the government with providing security assessments for an average of twenty four new and existing USCIS facilities per year as directed.
- G.5. The contractor shall assist the government in implementing the process of l'acility Access Requests, maintaining access control databases, and conduct file maintenance for OSI.
- G.6. The contractor shall assist the Government in recommending policy procedures, and outreach training in the area of Physical Security.
- G.7. 'The contractor shall assist in the implementation and monitoring of the agency's security standards programs; reviews security standards, surveys, inspections, memorandums, and other reports to collect, analyze and maintain information on threats, security countermeasures, exceptions to standards and cost; extracts data from surveys and reports for input into and maintenance of a standards compliance status database; operates, maintains and evaluates all functions for hardened electronic security countermeasures.
- G.8. All positions shall possess clearances at the Secret level with the exception of administrative support positions.
- G.9 The contractor shall provide support to the USCIS Continuity of Operations (COOP) program manager for the full range of USCIS COOP and Emergency Planning (EP) activity. The Contractor shall assist the USCIS COOP program manager with the planning and implementation of USCIS COOP/EP plans and operations as described below:
- 1) The contractor shall provide support to the Emergency Management Training programs to include course development and presentation to various audiences.
- 2) The contractor shall provide technical writing support in developing various emergency management policies and plans supporting COOP activities, Pandemic Influenza planning, emergency communications planning, test and exercise planning and business continuity planning.
- 3) The contractor shall provide direct support of monthly inter-departmental communications tests conducted from the HQ COOP site; serve as primary POC for Title Globe Inter-Agency Communications Test Exercise and managed associated emergency contact information for the

COOP Communications Plan (CCP) (Classified Document) in support of Title Globe activities.

- 4) The contractor shall serve as the alternate agency POC for the Government Emergency Telecommunications System (GETS) and Wireless Priority Service (WPS) program charged with updating user information and working with USCIS OIT to verify the list of USCIS WPS users being funded coincides with the list of all current active USCIS WPS Users.
- 5) The contractor shall directly support all planning and operational efforts associated with required inter-departmental exercises (TOPOFF 4/Pinnacle 07/Eagle Horizon 08). Additional responsibilities will include the conduct of numerous tests of internal communication mediums between Site BRAVO, ALPIIA, the Command Center and select field locations.
- 6) The contractor shall require TS level clearance to assist in the management of Site BRAVO crypto (KIV-7, STE, HSDN) to ensure the proper Keying Material needed for the COOP Site Bravo VTC equipment is operational.
- 7) The contractor shall assist the government in preparing and conducting COOP/EP training, education, exercises, and drills.
- 8) The contractor shall assist the government in developing and maintaining electronic records accurately reflecting all aspects of USCIS COOP/EP activity status.

This position will be relocate from the Harrisonburg, VA area to the Kansas City, MO area (most likely the National Records Center (NRC)) on or about June 1, 2008.

This position requires a Top Secret clearance.

H. Command Center Operations

- H.1. The contractor shall support a twenty-four hour/seven days a week operational capability to receive, analyze and appropriately respond to Significant Incident Reports (SIRS), and perform continuous crisis and threat monitoring to ensure USCIS executive leadership and DHS leadership and components have a continuous flow of current security and threat information and developments.
- H.2. The contractor shall assist OSI in ensuring that security and threat information is collected and disseminated to appropriate USCIS Senior Leaders, and assist in providing analytical support to other USCIS operations including: DHS Director's Office, Domestic Operations, Refugee Affairs and International Operations, National Security/Records Verification, Office of Emergency Management and Safety, and Fraud Detection National Security.
- H.3. The contractor shall assist in providing continuous analysis and reporting regarding national security and fraud detection, as well as deterrence activities and technical support.
- 11.4. The contractor shall assist in the implementation and monitoring of the agency's security standards programs. Personnel responsibilities include reviewing security standards, cables, surveys, inspections, memorandums, and other reports to collect, analyze and maintain information on threats, security countermeasures, exceptions to standards and cost. The contractor shall extract data from surveys and reports for input into and maintenance of a standards compliance status database.
- H.5. Contractor personnel must possess a Top Secret clearance with SCI access in order to work in the USCIS Command Center, and to have access to secure communications networks, and National Security Information up to the TS/SCI level.
- H.6. Positions are required at the Secret and Top Secret level.

Program Management

- 1.1. All employees assigned to performance of tasks required under this contract shall be U.S. citizens. By signing this contract, the contractor agrees to this restriction.
- 1.2. The contractor shall appoint a program manager who will be available to act for the Contractor under circumstances requiring immediate attention. As such, the program manager shall be the single point of contact through which all Contractor/Government communications, work, and technical direction shall follow except in cases of an emergency.
- I.3. The contractor shall provide a quarterly Interim Progress Review (IPR) as scheduled by the contracting officer to be held in Washington DC or Burlington VT offices.

I.4. The program manager position requires a Top Secret clearance.

8. <u>Deliverables</u>

The contractor shall submit one copy each of task specific status reports and all other deliverables to the COTR and the Contracting Officer by the 15th working day following the end of each month for review and acceptance. The monthly report shall contain, but is not limited to the following:

A.1 General Status Report

- A.1.1. Management Summary: This summary should document any major problems/issues, current expenditures by work hours, and any significant progress or events.
- A.1.2. Narrative: The contractor shall provide a description of work performed on tasks during the reporting period, status of ongoing work, and work planned for the following month, including discussions of any problems/issues and recommendations for correction by the 15th working day following the end of each month.
- A.1.3. Report Headings: The format on all management reports shall contain the following headings
- Contract Number
- Name of Contractor
- Phone Number of Contractor
- · Period of Performance or Report Period
- Contract Program Manager
- Total Dollar Value with summaries of billed, paid, outstanding and remaining funds and forecasted expenditures
- Title of Project
- Contracting Officer's Technical Representative
- Management Summary
- Problems and Issues
- Employee Status Information regarding staffing changes, for example, position changes of current staff, staff additions and terminated staff, clearance status, training status, license and permit status as applicable.

A.2. Specific Reports

Time and Attendance Logs – The contractor shall assure that all assigned employees are present for work during assigned and approved overtime, and shall maintain documentation to support invoicing and to be made available to the Government upon demand.

A.3. Deliverable Schedule

The contractor shall submit one copy of each deliverable to both the COTR and Contracting Officer as specified in each task order for review and acceptance. The contractor shall provide the deliverables (see Table below) in the electronic format predominately used by DHS. All documentation developed by the contractor shall become the property of the Government, shall not contain proprietary markings, shall be maintained in an appropriately secure fashion, and shall be surrendered to the Government upon demand. The Government will have 10 calendar days to review and provide comments to the Contractor prior to acceptance of all deliverables.